

Invoice Distribution by Account AKA “Check Numbers Report”

06/26/2009 - City of Terre Haute (02)

File Edit View General Ledger Accounts Payable Window Help

Report Manager

Module: Accounts Payable

Report Category: PO / Invoice Reports

Name	Title
OTORD	Invoice Detail
OTAGE	Invoice Aging
OTSUM	Invoice Summary
OTHIST	Invoice History
OTDIST	Invoice Distribution
OTCASH	Invoice Cash Requirements
OTDSTA	Invoice Distribution by Account

Report Details

Name: OTDSTA Group: API

Title: Invoice Distribution by Account

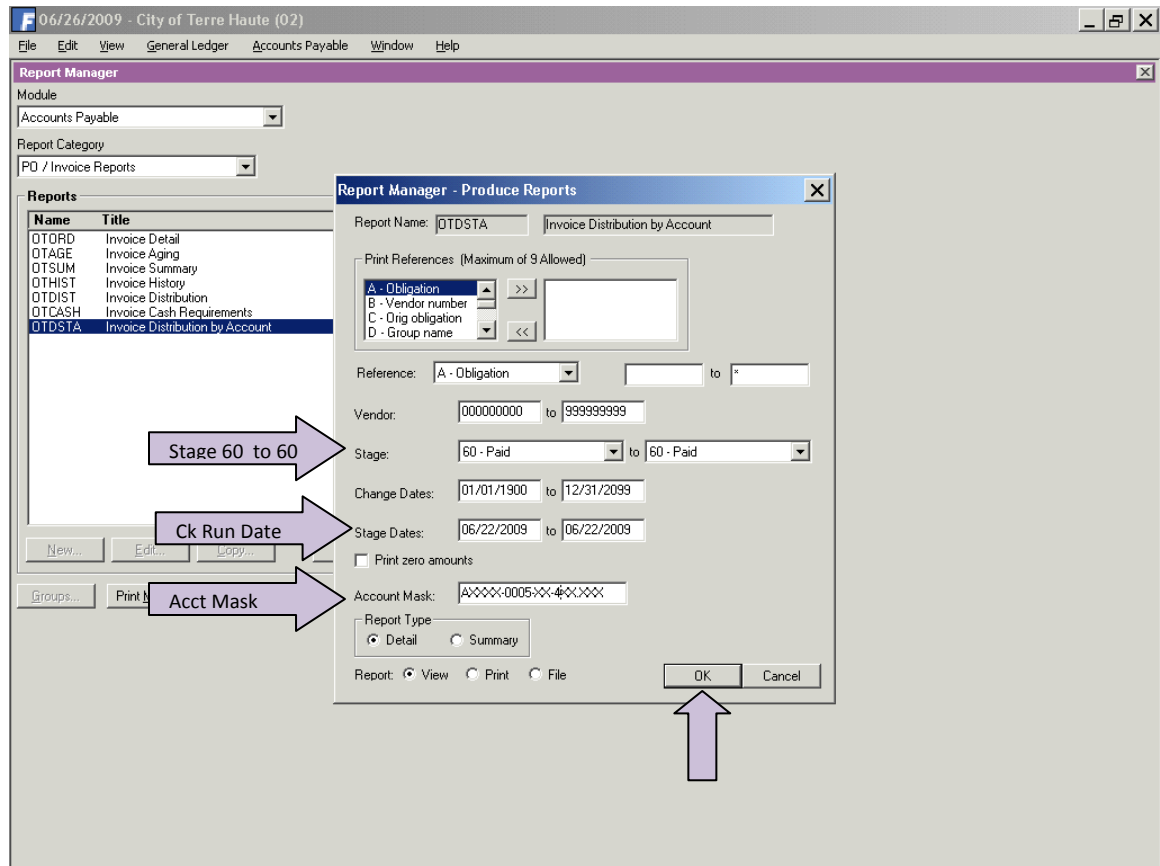
Source: System

Maintain: System

New... Edit... Copy... Delete...

Groups... Print Manager... Produce... Cancel

1. Go to Report Manager
2. Module => Accounts Payable
3. Report Category => PO / Invoice Reports
4. Reports => Invoice Distribution by Account
5. Click the Produce button in the lower right hand corner of the screen



6. Stage => 60 – Paid to 60 – Paid. (You must change both!)
7. Stage Dates => actual check run date. (You must change both to the same date!) You may need to contact me to get that date because sometime I cut check early and sometimes not.
8. In the Account mask field, enter A (capital A) and then enter your fund / dept. number that you are inquiring about.
9. Click the Tab button to lock in the account mask.
10. Click OK button to produce the report.

Print Manager - [OTDSTA.L02 (Default.tpl)]

File Edit Mode View Window Help

<Use Named Templates>

Run date: 06/26/2009 @ 13:25 City of Terre Haute
 Bus date: 06/26/2009 Invoice Distribution by Account OTDSTA.L02

Setup by: cty0004ctr

-----| Selection Page |-----

Reference.....: A - Obligation
 Reference value: *All*
 Vendor.....: *All*
 Stage.....: 60 - Paid to 60 - Paid
 Change date....: *All*
 Stage date.....: 06/22/2009 to 06/22/2009
 Print zero.....: Do not print zero amounts
 Account Mask...: AXXXX-0005-XX-XXX.XXX

-----| Page Break |-----

Run date: 06/26/2009 @ 13:25 City of Terre Haute
 Bus date: 06/26/2009 Invoice Distribution by Account OTDSTA.L02

0101 GENERAL

Obligat'n Description	Vendor/ Name/ Line Nbr Description	Stage	Amount C
0101-0005-02-421.010 OFFICE SUPPLIES 113833 OFFICE SUPPLIES; CONTROLLER	2591 STAPLES BUSINESS ADVANTAGE 1	Paid	279.93 279.93
0101-0005-02-421.010 OFFICE SUPPLIES			
0101-0005-03-433.010 TELEPHONE 113834 CONTROLLER'S OFC TELEPHONE SVC	13024 VERIZON 1	Paid	335.52 335.52
0101-0005-03-433.010 TELEPHONE			
0101-0005-04-444.120 LEASE EQUIPMENT 113835 LEASE MAIL MACHINE 3/30-6/30/0	12231 PITNEY BOWES 1	Paid	1,278.00 1,278.00
0101-0005-04-444.120 LEASE EQUIPMENT			

Pg: 1 Ln: 1 Col: 1

This is a sample PO / Invoice Report for the Controller's Office on the 6/22/2009 check run. It shows you who you paid, from what line item, how much you paid from that line item and the check number for that particular check.

2 VERY IMPORTANT THINGS TO KEEP IN MIND WITH THIS REPORT!!

1. You must create this report within 2 weeks of the check run before the checks get marked as reconciled.
2. If you work with more than 1 fund / dept code number, you must create a PO / Invoice Report for each fund / dept. that you expensed.